



Planning

Meeting Name:	DES Workplace Safety Plan Steering Committee meeting	Dial-In Number:	WebEx: 1-888-729-9685 Attendee access code: 379 011 8
Date and Time:	Monday, January 28, 2013, 9AM to 10AM	Location:	3500 Industrial Blvd, West Sac, 2nd Floor, Room 231
Facilitator:	Heidi Rooks	Scribe:	Justin Heeb
Attendees:	<ul style="list-style-type: none"> Heidi Rooks Scott Waller Jennifer Russo Steve San Julian Josh Brown Petra Lee Michal Koller Justin Heeb Mike Dempsey 		

Meeting Notes / Decisions Made

Topics		Discussion	Decision
1	Introductions		
2	Review project initiation	See handout	
3	Review project charter	See handout	
4	Develop work team lead's roles, and responsibilities	Roles – Responsibilities –	
5	DES' Safety Project Plan (Plan) - develop core components – these should be paragraphs of information that should be included as chapters or sections within our division plan. Work Team Lead should volunteer to prepare a one or two of these that are listed, then post them for review on the Workplace Safety portal for review and discussion by all.	<ul style="list-style-type: none"> a. job descriptions (525) reviews and identification of potential workplace hazard b. manual material handling and lifting techniques c. housekeeping d. Hazard Communication e. walking surfaces, guarding floor and wall openings, fixed industrial stairs, and portable and fixed ladders f. electrical safety g. office safety (Don Guy) h. adverse weather i. respirator and or confined space per 8CCR section 5157 j. fire protection and prevention (Don Guy) k. emergency action plan and business resumption plan (DWR) 	<ul style="list-style-type: none"> d. Mike Dempsey e. Mike Dempsey f. Michael Koller g. Don Guy h. Scott Waller i. Steve San Julian j. Don Guy k. Heidi Rooks



		<p>resumption plan on S drive)</p> <ul style="list-style-type: none"> l. document retention, organization, and storage plan (including recording near misses) m. heat illness and injury prevention plan n. chemical hygiene plan - flammable and combustible liquids, compressed gases, and hazardous waste, batteries - maintenance, handling and storage requirements o. ergonomic plan (including vehicle and boat mounted work platforms) p. CPR and AED (Justin Heeb) q. risk control and reduction plan r. machinery, hand tools and portable power tools (including manuals consolidated into a safety manual) s. fall protection t. blood-borne pathogens exposure control plan (Cindy Garcia) u. personal protective equipment v. float plan w. snorkel plan x. emergency showers and eye wash units (Cindy Garcia) y. welding, cutting and brazened (Petra and z. motor vehicles and boats - operations and maintenance aa. training 	<ul style="list-style-type: none"> l. Jennifer Russo m. Mike Dempsey n. Mike Dempsey o. Justin Heeb p. Justin Heeb s. Mike Dempsey t. Cindy Garcia u. Mike Dempsey v. Mike Dempsey w. Petra Lee x. Cindy Garcia y. Don Guy and Petra Lee z. Mike Dempsey aa. Justin Heeb
	Outcomes/ Actions		Jennifer Russo will organize the S drive safety folder. Initials of participants are next to the DES Plan Components. Items highlighted are not yet assigned.
			Once we determine which Plans we need and how they pertain to DES work, we can have the consultants (AECOM) review the plans. Once they are done, we can post them on the DES web site (under construction).
			<p>IIPPs by branch –Does each branch have one?</p> <p>If not, can different branches utilize sections of IIPPs from other branches?</p>



			Also, if the branch has activities not otherwise covered in the IIPP, would need to use a Job Hazard Assessment to identify safety issues.
			Josh will find out the best way to store the Suisun Marsh gas and oil in the warehouse.
			Heidi will find out whether the Feather River Program IIPP is current and what Plans they need.
6	Schedule the next meeting		February 25, from 9-10, DES Library



Action Items

Topic		Actions	Responsibility	Timeline	Status
1					
2					
3					
4					
5					
6					
7					
8					